

21 May 1959

MEMORANDUM FOR: Division and Staff Chiefs

SUBJECT : (1) Revised FY 1960 Operating Budget  
(2) Preliminary FY 1961 Estimates

1. The call for the Operating Budget for FY 1960 and the Preliminary Estimates for FY 1961 have just been received.

2. Special instructions, general budget information, and requirements applicable to these submissions are contained in this memorandum.

3. The amount of the Operating Budget for OSI has been established. This amount cannot be exceeded on an office level. However, you should review your FY 1960 approved budget and adjust or revise according to your current outlook. The FY 1961 requests should also be presented at this time, based on your critical review and analysis of your budgetary requirements.

4. To assist in preparing your revised FY 1960 requirements you will find in TAB A the approved congressional budget for FY 1960 for object classes 02, 07, 08 and 09. In addition, for your information, the travel which has been performed by your component from 1 July 1958 to date is indicated in TAB B. This may serve as a guide in determining your requirements.

5. The Budget Officer, SI will complete all object classes other than those specified above.

6. You are requested to submit (original only) to the Budget Officer, SI the following estimates on:

A. 02 TRAVEL - DOMESTIC

TAB C and D are submitted for your use in preparing your estimates. Note that a summary of the various purposes for this travel is required.

B. 02 TRAVEL - FOREIGN

TAB E and F are also submitted for your use in preparing your estimates. Note that for foreign travel, each trip must be justified.

C. 07 OTHER CONTRACTUAL SERVICES

(1) External Research

(2) Repairs, alterations and modifications to operational equipment.

(Note: this type of expense has previously been in the Electronics Division only.)

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The memorandum of 20 March 1959 from Chief, Intelligence Production Staff to all Division and Staff Chiefs requested that proposed external research projects for FY 1960 and FY 1961 be submitted. The following components conformed to format and substance and do not have to resubmit their requests for this category (07).

Applied Science Division  
Electronics Division

Fundamental Science Division  
Medicine Division

The following components did not conform to format and substance, therefore, requests are needed for FY 1960 and FY 1961.

#### Collection Staff

The following components conformed to format and substance, but submitted estimates only for FY 1960. The FY 1961 estimates are still required.

Guided Missiles Division  
Nuclear Energy Division  
Intelligence Production Staff

#### D. 08 SUPPLIES AND MATERIAL (Operational - not Administrative)

(1) Submit your requirements for FY 1960 and FY 1961.

#### E. 09 EQUIPMENT (such as electric typewriters, drafting sets, slide rules, blackboards, electronic equipment, etc.)

(1) Submit your requirements for FY 1960 and FY 1961.

7. In each of the foregoing categories, separate submissions for FY 1960 and FY 1961 are required.

8. The deadline for the Budget submission is such that very little time is given to the office to prepare this budget. Therefore, it is necessary to request that this memorandum be given your immediate attention and that the information requested be submitted to the Budget Officer, SI prior to cob 27 May 1959.

9. If there are any questions regarding this request, they should be directed to the Budget Officer, SI on extension 8683.



Scientific Intelligence

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